City of Annapolis
Planning and Zoning Department
159 Duke of Gloucester Street
Annapolis, Maryland 21401
410 - 263-7961

Date received _____

Project # _____

SITE DESIGN PLAN APPLICATION FORM

Part I. Applicant Information

Property Owner _____

Address _____

Phone Number _____

Applicant/Agent (to whom comments will be sent) _____

Address _____

Phone Number _____

Part II. Site Design Plan Information

Project Name _____

Location _____

Number of Lots _____ Total Acreage of Site _____

Zoning Classification _____ Critical Area Classification _____

Type of Site Plan 1. _____ Minor or _____ Major

2. _____ Preliminary or _____ Final

Type of Use _____ Business _____ Multi-Family Residential

_____ Maritime _____ Industrial _____ Other: _____

Part III. Submittal Requirements (please submit <u>ten</u> copies of each)

_____ Site design plan/location survey

_____ Boundary survey

_____ Utility plan

_____ Grading/Sediment control plan

_____ Landscape/lighting plan

_____ Building elevations

_____ Tree preservation/conservation plan

_____ Application fee ($175.00 for preliminary and minor plans; $250.00/half acre for final major plans)

_____ Set of #10 envelopes with postage and names of all property owners within 200 feet of subject property

I hereby certify that I am the property owner or authorized agent qualified to complete this application and the facts and declarations of intent set forth herein are true and are intended to be relied upon by the established officials of the City of Annapolis. I assert that this proposed site design plan will be in strict accordance with the standards set forth in chapters 17, 19, and 21 of the Code of Annapolis.

_____ _____

Signature Date

SITE DESIGN PLAN CHECKLIST

Project Name _____

Project Location/Address _____

Site design plan review is required for the following types of development:

1. All new development (construction of new buildings/structures), enlargements and substantial alterations of existing buildings not including routine building maintenance.
2. All areas subject to the Maryland Critical Area Program.
3. Construction or enlargement of any building or other structure other than one-family or two-family dwellings, unless otherwise required under the designated zoning classification.
4. Any multi-family project.
5. All proposed uses of open land for which a use permit is required.
6. Any work for which a grading permit is required.
7. Any amendment of a previously approved site design plan deemed significant by the director.
8. All subdivisions not specified under Section 20.08.030; provided, however, review shall be limited to the criterial and standards in Section 21.98.050 (A) through © and (E) through (Q).

General Plan Requirements

1. Name of Project
2. Location/Address of Project
3. Zoning Classification
4. Critical Area Designation (if applicable)
5. Impervious Lot Coverage
6. Name & Address of Owner
7. Lot width as measured at the Front setback of the building
8. Lot Size
9. Dimensions of Property (Metes & Bounds Survey)
10. Vicinity Map
11. Scale of Plan
12. North Arrow
13. Plan Date
14. Yard Setbacks
    a. Front Yard
    b. Rear Yard
    c. Left Side Yard
    d. Right Side Yard
    e. Waterway Yard
15. Buffer Yards (as applicable)
16. FAR (floor area ratio, as applicable)

Specific Site Design Requirements

I. Ecological/Environmental and Critical Area Considerations:
   A. Proposed development will result in minimal degradation of unique or irreplaceable land types and in minimal adverse impact upon critical areas such as streams, wetlands, areas of aquifer recharge and discharge, steep slopes, highly erodible soils, areas with a high water table, mature stands of trees and wildlife nesting, feeding or breeding grounds.
   B. Proposed development will result in minimal modification of existing geological and topographic features where practical.
   C. Proposed development is located outside the 100-foot critical area buffer.
   D. Verify if proposed development is within the 100-foot critical area buffer and if a variance will be required.
   E. In the IDA designated critical area storm water management technologies shall be required to reduce pollutant loadings (runoff) by at least ten percent below that of pre-development levels in accordance to Chapter 17.10.

II. Landscape & Trees
   A. The existing landscape should be preserved in its natural state by minimizing tree and soil removal. Efforts shall be made to preserve street trees, mature trees, unique varieties and trees of a diameter of four inches or above as measured from four feet above ground level.
   B. If development of the site necessitates the removal of trees, special attention shall be given to the planting of replacement trees. Grading of the site shall be kept to a minimum and in keeping with neighboring development.
   C. All sites shall be landscaped appropriately to provide buffer areas to provide shade and reduce heat, noise, air pollution, and to screen adverse impacts. Buffer areas shall not be utilized for structures, utilities, storm and sanitary sewers, water lines, sediment and erosion control, traps, storm water management systems, and signage, except as permitted by the director of the department, access roads or required utilities may cross a perimeter buffer.
   D. Buffers with existing mature trees and other vegetation shall remain in their natural state where practical and shall not be graded.
   E. A landscape plan is required to provide landscaping with the site in order to integrate the building into the overall site design, soften the mass of the building and separate the building from the parking area. Building area landscaping shall be located in order to be visible from adjacent streets.
   F. A landscape maintenance agreement between the city and the property owner of the proposed development is required for projects with approved landscape plans.
   G. Landscaping should be provided within the site in order to integrate the building into the overall site design, soften the mass of the building and separate the building from the parking area.

III. Open Space
   A. Areas of usable open space should be provided on site in order to afford visual relief. This open space area should be landscaped though the surface treatment need not be entirely living ground cover.

IV. Relation of Proposed Buildings & Structures to the Surrounding Environment
   A. Proposed structures shall be related harmoniously to themselves, to the terrain, to existing buildings and roads in the vicinity that have a visual relationship to the proposed structures and the historic character of the city. The achievement of a harmonious relationship may include the enclosure of space in conjunction with other existing buildings and the creation of focal points with respect to avenues of approach, terrain features or other buildings.
   B. The proposed structure is sited in order to minimize any adverse impact upon the surrounding area, by reason of:
      1. Building location, height, bulk and shadows

2. Location, intensity, direction and times of use of outdoor lighting;
3. Likelihood of nuisances;
4. Appropriate natural or artificial screening may be required to minimize any adverse impacts.

V. Relation of Proposed Structures to Adjacent development

A. The construction of new buildings should look appropriate and compatible as part of their surroundings. New development should be human in scale, with building facade articulation (doors, windows and surface treatment and detailing) open spaces, and access systems designed to relate to and to welcome people on foot.

B. Buildings must be sensitive to the character of the neighborhood in which they are located. In determining whether new buildings are compatible, the following standards shall be evaluated:

1. Building Height. Except where otherwise restricted by a specific zoning district, the variation between the height of the new building and the height of adjacent buildings should not be so great as to substantially impair the architectural character and integrity of adjoining buildings.
2. Building Width. A new or altered building should reflect the characteristic rhythm of surrounding facades. The mass of the facade of a new building should be divided into elements with size and proportions similar to those of adjoining and nearby structures and consistent with the redevelopment goals of the area, as applicable.
3. Building Proportion. A new or altered facade should respect the characteristic proportion of existing facades of adjoining and nearby buildings and be consistent with the redevelopment goals of the area.
4. Relationship to Street. A new or altered facade should have a relationship to the street compatible with those of adjoining and nearby buildings.
5. Roof Forms. The type of roof used should be compatible with roof forms on adjacent and nearby buildings.
6. Facade Composition. The composition of a new or altered facade should be complementary to the composition of facades of adjoining and nearby buildings.
7. Rhythm. Rhythms which carry throughout a block should be incorporated into a new facade.
8. Proportion of Openings: The size and proportions of window and door openings, as well as the ratio of window area to solid wall area for the facade as a whole, should be similar to adjoining and nearby facades in historic preservation areas.
9. Materials: A new or altered facade should be composed of materials which complement adjacent and nearby facades.
10. Color: Color treatment for new or altered buildings should complement color treatments of adjoining and nearby buildings.
11. Corner & Through Lots: the two facades of a building situated on a corner lot or through lot shall relate to the scale of the buildings on their respective streets, Corner buildings should complete the street form.
12. The mass of large-scale buildings should complement the size and proportions of the predominant features on the block on which it is located.

VI. Scenic, Historic, Archaeological and Landmark Sites & Views

A. Scenic, historical, archaeological and landmark sites and features that are located on or adjacent to the proposed development shall be preserved and protected to the maximum extent as practical. Special consideration shall be given to the impact of projects on views of the Annapolis historic district from the following points:

1. From Eastport and the City Dock
2. From Truxtun Park
3. From the Severn River Scenic Overlook

VII. Transitional Provisions

A. Where development requires review and approval under the provisions of this chapter adjoins a residential district, special consideration shall be given to transitional devices as landscaped pathways, increased setbacks, screening, the relationship of the height of buildings on adjoining lots, the distance between buildings on adjoining lots and the landscaping of transitional yards as may be required by the district regulations. Transitional devices shall be incorporated as appropriate on the lot with the higher intensity land use, to integrate the new development with existing development on the lot with the lower intensity of use.

VIII. Surface Water Drainage

A. A proposed development shall be designed to provide for proper surface water management through a system of controlled drainage that, wherever practical, preserves existing natural drainage patterns and wetlands and enhances groundwater recharge areas and that protects other properties and existing natural and artificial drainage features from the adverse effects of flooding, erosion and depositing of silt, gravel or stone. A stormwater management plan is required to be submitted to the director of public work s for review under Chapter 19.12 of the City Code.

IX. Driveway Connections to Public Streets

A. All entrance and exit driveways to public streets shall be located with due consideration for traffic flow and to afford maximum safety to traffic on the public streets. All entrances and exists shall be located and designed to:

1. Conform with sight triangle requirements at street intersections.
2. Achieve maximum practical distance from street intersections and from existing and proposed access connections from adjacent properties.
3. Minimize left-hand turns, other turning movements, and prohibit backing movements onto a public right-of-way.
4. Discourage the routing of commercial vehicular traffic to and through streets serving primarily residential uses.
5. Minimize multiple access points (driveways) on major collector and arterial streets. Where feasible, joint access among adjacent properties shall be required.

X. Traffic Effects

A. The development proposal generally shall minimize adverse traffic effects on the road networks serving the area in question.

XI. Pedestrian Safety

A. To the maximum extent as practical, pedestrian and bicycle circulation will be separated from motor vehicle circulation. Safe and convenient pedestrian circulation, including appropriate sidewalks, shall be provided on the site and its approaches. The pedestrian circulation shall be designed to minimize adverse effects of vehicular traffic upon sidewalks and bicycle paths and to enhance the integration of the various physical components of the neighborhood.

XII. On-site Parking & Circulation

A. The location, width and layout of interior drives shall be appropriate for the proposed interior circulation. The location and layout of accessory off-street parking and loading spaces shall provide for efficient circulation and the safety of pedestrians and vehicles.

B. To the maximum extent practical, separate rows or aisles in parking areas shall be divided by trees, shrubbery and other landscaping.

C. The location of the parking areas shall not detract from the design of the proposed buildings and structures or from the appearance of the existing neighborhood buildings, structures and landscape.

D. To the maximum extent practical, parking areas shall not be located within one hundred feet of the waterfront.

E. Parking areas should minimize lot frontage on streets and shall be shielded from public view.
F. Adequate provision shall be made for access by police, fire, refuse, and emergency vehicles. All parking areas shall comply with approved landscape standards.
G. The surface treatment of parking lots should be varied in order to differentiate vehicular from pedestrian travel ways.
H. Consideration will be given to the use of nontraditional surface materials within those areas of the parking lot used for overflow or infrequent parking.

XIII. Utility Services
A. If feasible, electric, telephone and other wire-served connections shall be placed underground and subject to state public utilities regulations. Any utility installations remaining above ground shall be located in order to have a harmonious relation to neighboring properties and to the site.

XIV. Disposal of Wastes
A. There shall be adequate provision for the disposal of all solid, liquid and gaseous wastes and for the avoidance of odors and other air pollutants that may be generated at the site. All applicable federal, state, county and local pollution control standards shall be observed.

XV. Noise
A. Control of all outside noise expected to be generated by the site, shall be in accordance with all applicable federal, state, and local regulations.

XVI. Advertising Features & Signs
A. The size, location, height, design, color, texture, lighting and material of permanent signs and outdoor advertising structures or features shall not detract from the design of existing and proposed buildings and structures or of surrounding properties.
B. All signs shall comply with the sign provisions of the applicable chapter for which the property is zoned.
C. Temporary signs or banners are not permitted in the city of Annapolis.

XVII. Special Features
A. Outside storage areas, machinery service areas, truck loading areas, utility buildings and structures and similar accessory uses and structures shall be subject to setbacks, screen plantings or other reasonable screening methods determined to be required to prevent any adverse effect upon the environment or nearby property.